

# 2020 Census 32. Field Infrastructure Operation (FLDI)

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### Major Revision Change History

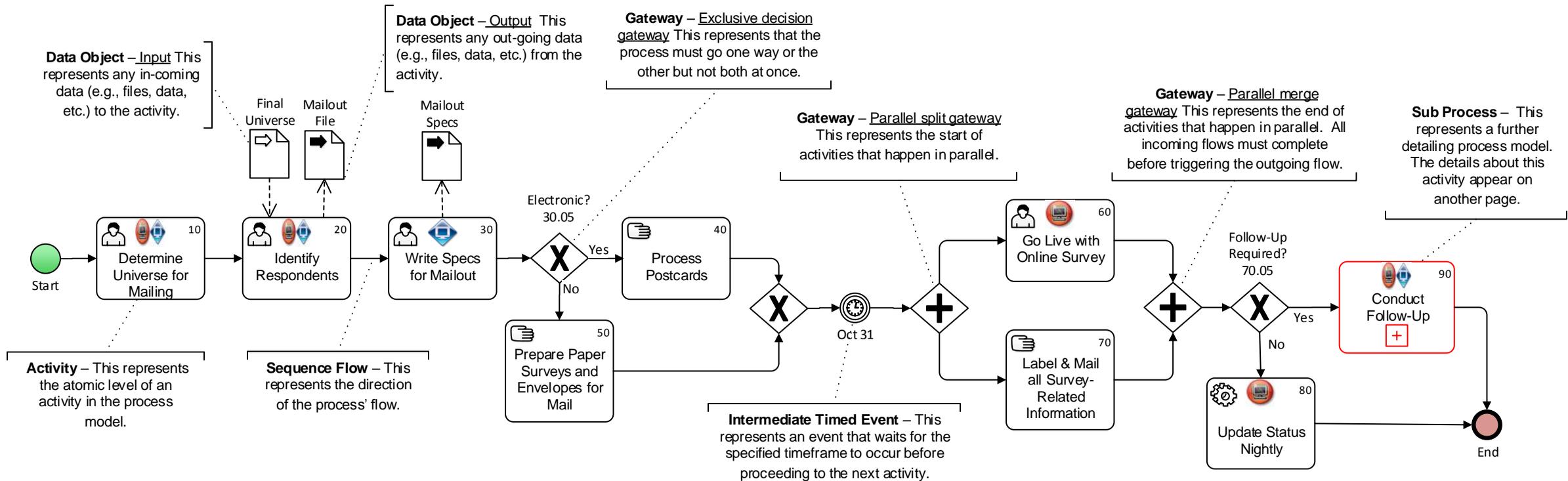
Date	Description	Author	Version #	Page #'s
06/02/2016	Baseline 1.0	Ahsan Chowdhury	1.0	All
08/19/2016	Baseline 1.1	Ahsan Chowdhury	1.1	All
02/22/2017	CR#151 Submit for approval	Ahsan Chowdhury	1.2	All
03/31/2017	CR# 186 Submit for approval	Ahsan Chowdhury	1.3	All
08/31/2017	CR# 502 Submit for approval	Ahsan Chowdhury	1.4	All
10/12/2017	CR# 521 Submit for approval	Ahsan Chowdhury	1.5	Page 17.

# Reading and Understanding the Model

## Example Activity Model

### BPM Purpose

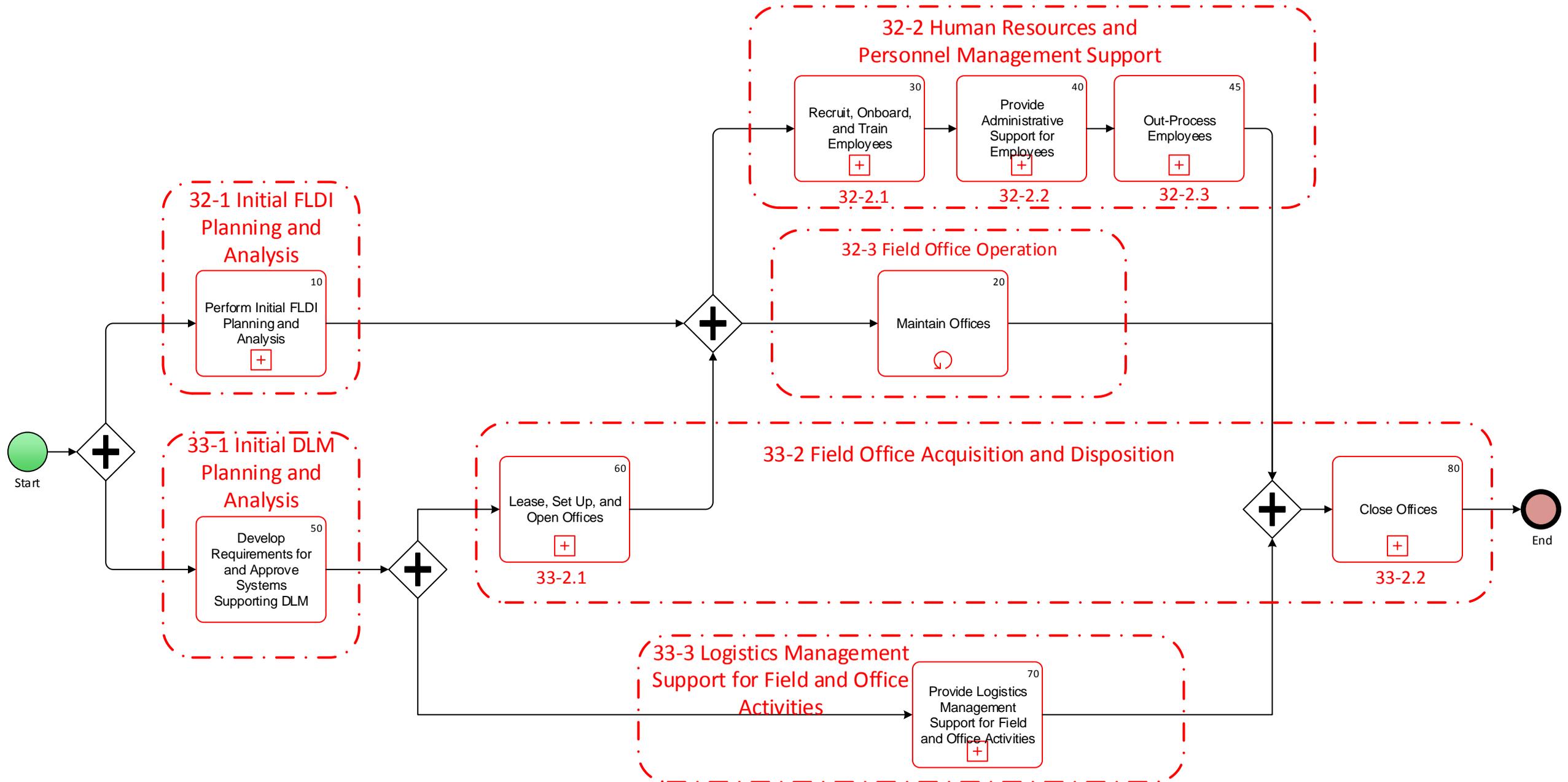
- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs



Key:	Activities	Gateways	Data Objects	Other
<b>Events</b>	Activity at atomic level:	Exclusive:	Input:	Sequence Flow:
Start:	Activity containing a sub process:	Parallel:	Output:	Association:
End:	Optional Activity Numbering:	Event Based:	Data Store:	Annotation:
Intermediate Timed Event:	<b>Activity involving:</b>			<small>This file is created by the SME before this process kicks off.</small>
Flow continued on another page:	→ USER interacting with a system or software:			
Flow continued from another page:	→ MANUAL activity (no system/software involved):			
	→ SENDING a message:			
	→ RECEIVING a message:			
	→ SERVICE or batch processing:			
	→ RECURRING steps:			
	→ Any system developed specifically for Census' use:			
	→ Any commercial-off-the-shelf (COTS) products:			
	→ Both a system developed specifically for Census' use <i>and</i> COTS products:			

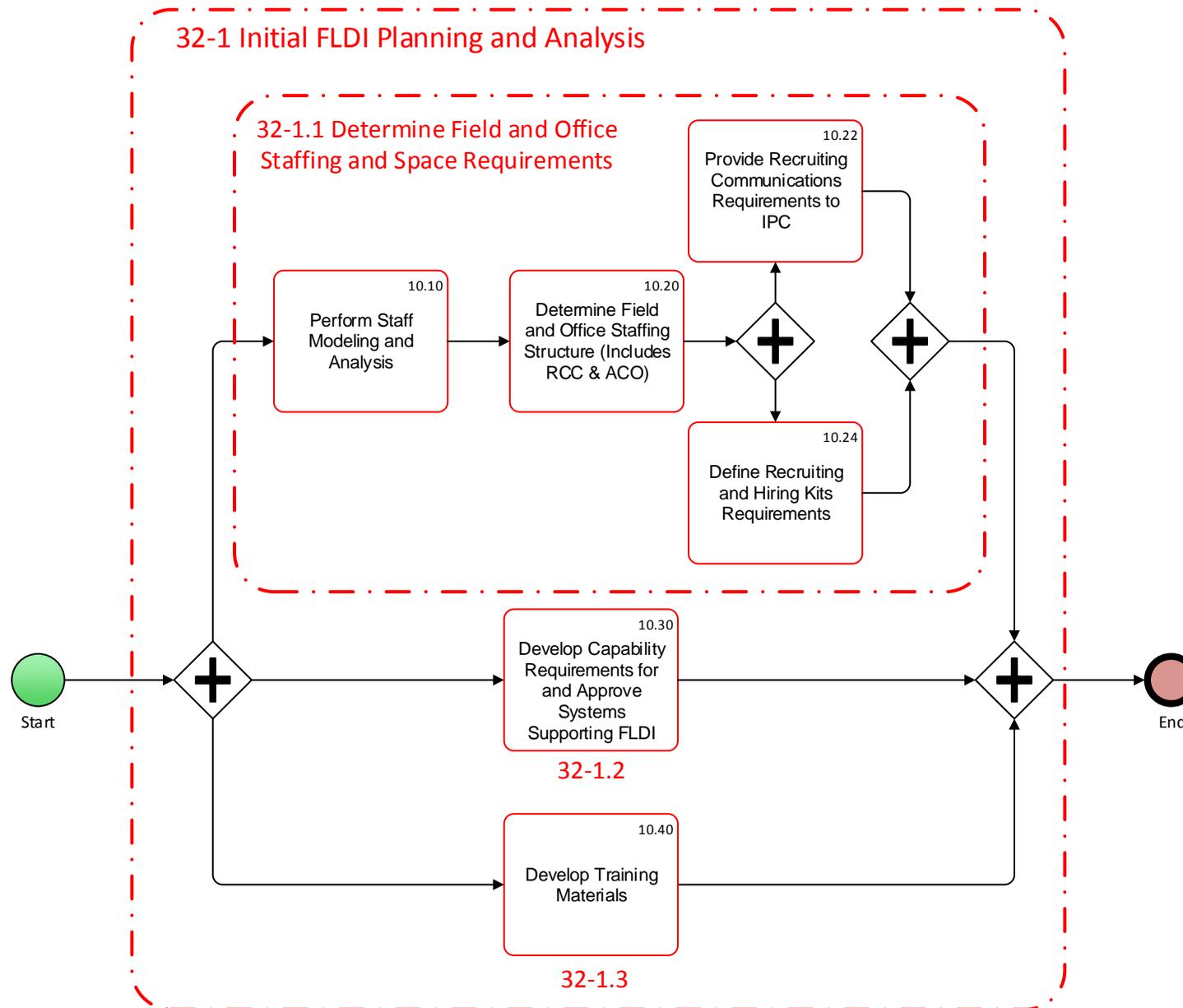
# 2020 Census 32. Field Infrastructure Operation (FLDI) and 33. Decennial Logistics Management Operation (DLM)

Purpose: To provide the administrative infrastructure for data collection covering the 50 states, the District of Columbia, and Puerto Rico. FLDI supports recruiting, hiring and onboarding, personnel and payroll administration, training, partnership support, management and supervision, clerical support, and printing and plotting. DLM coordinates space acquisition for and lease management of the RCCs and ACOs as well as logistics management services, which includes procuring warehouse space, warehousing, inventory management, kit assembly, deployment of materials, and receiving and excessing materials.



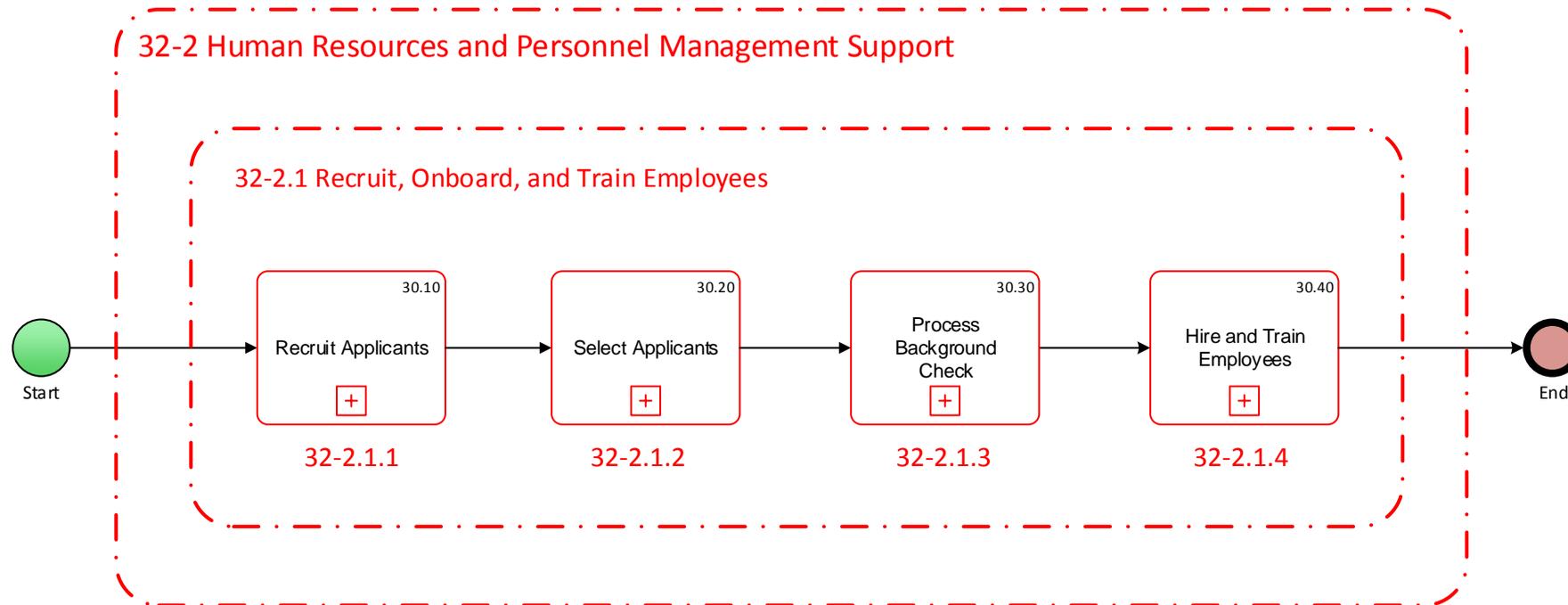
# 10. Perform Initial FLDI Planning and Analysis

Purpose: To determine the field and office staffing structure and requirements for systems supporting the FLDI operation.



# 30 Recruit, Onboard, and Train Employees

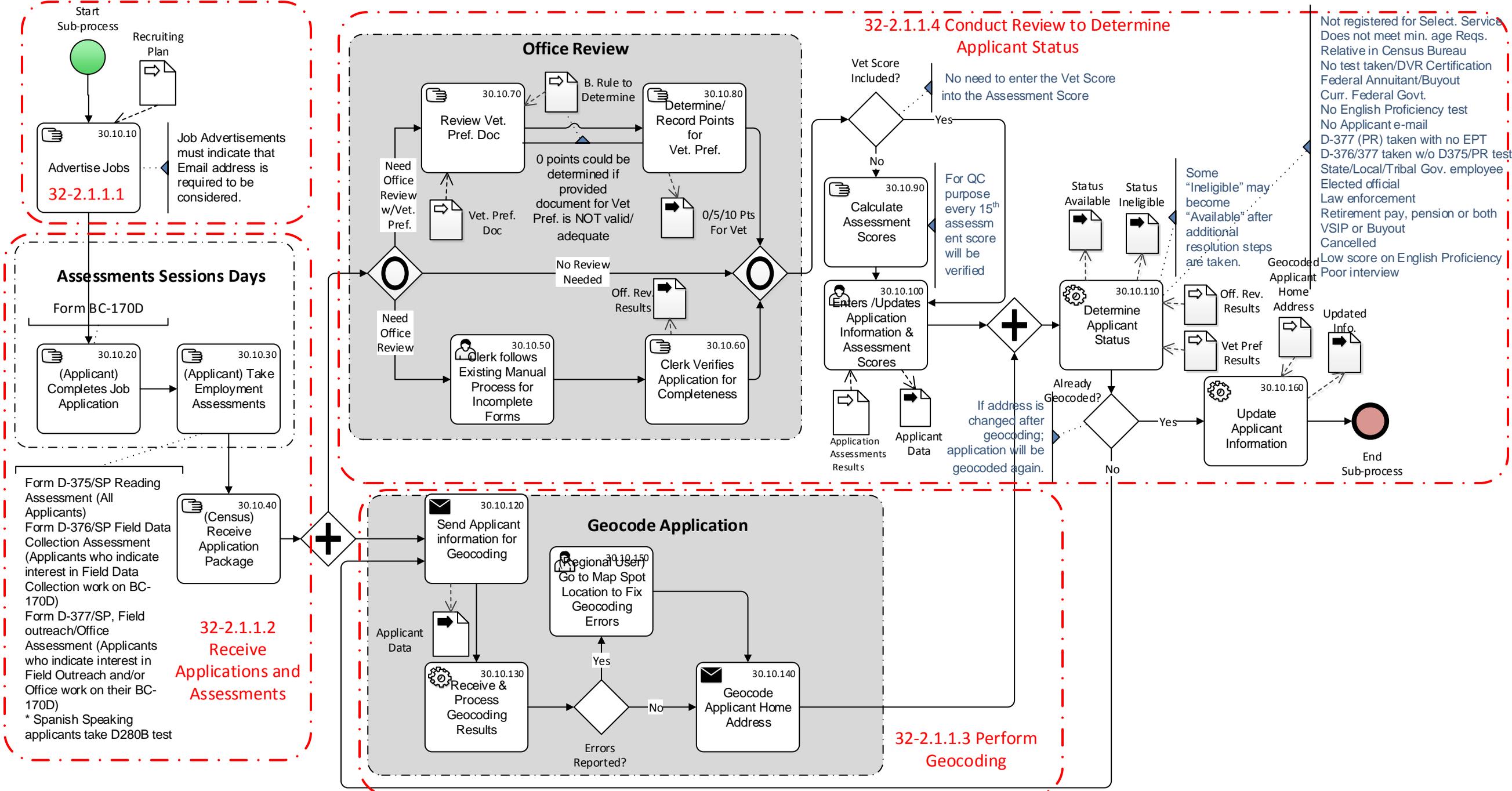
Purpose: To recruit, onboard, and train field staff and administrative employees hired to support the field activities for the 2020 Census.





# 30.10 Recruit Applicants

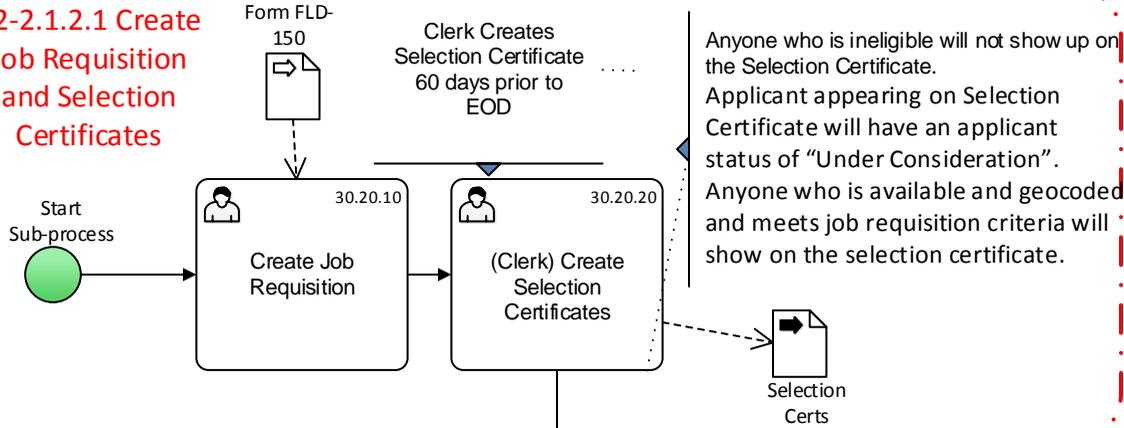
Purpose: To attract and process appropriate candidates to conduct field and related administrative activities for the 2020 Census.



# 30.20 Select Applicants

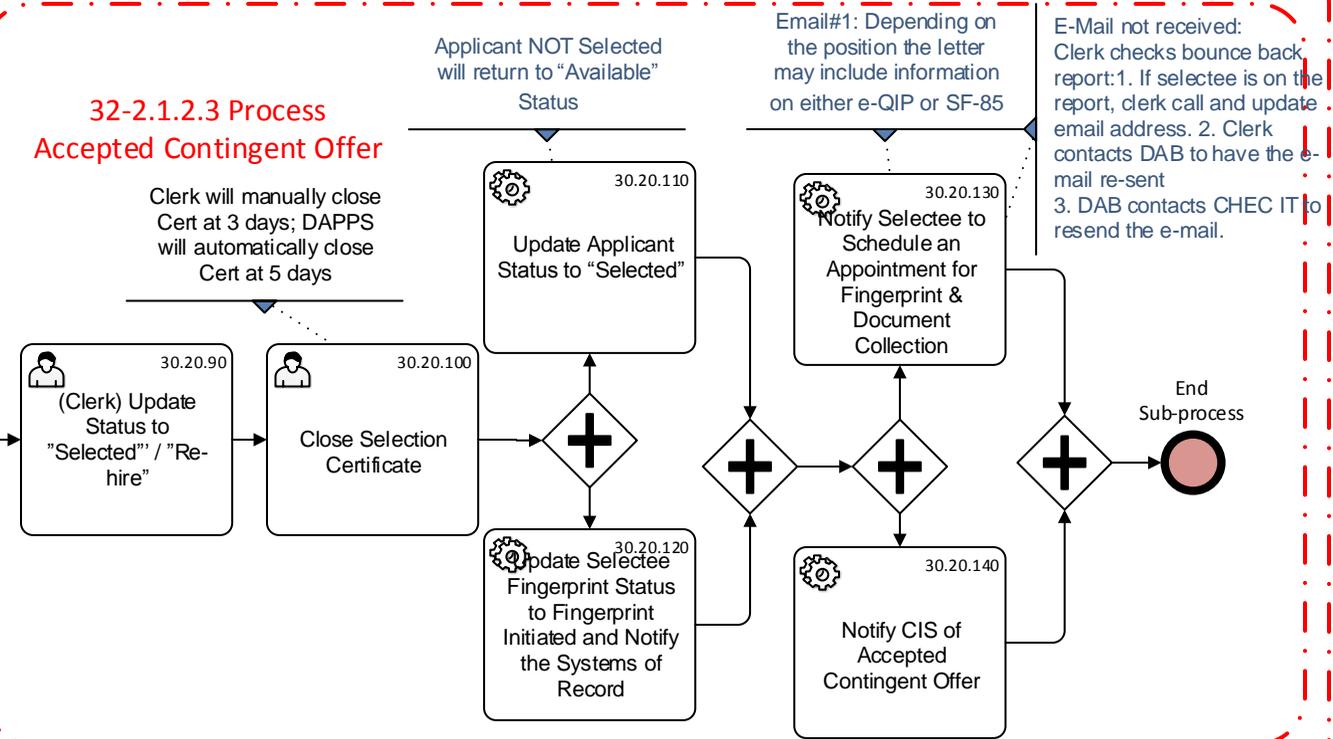
Purpose: To select from the applicant pool of qualified candidates to conduct field and related administrative activities for the 2020 Census.

## 32-2.1.2.1 Create Job Requisition and Selection Certificates

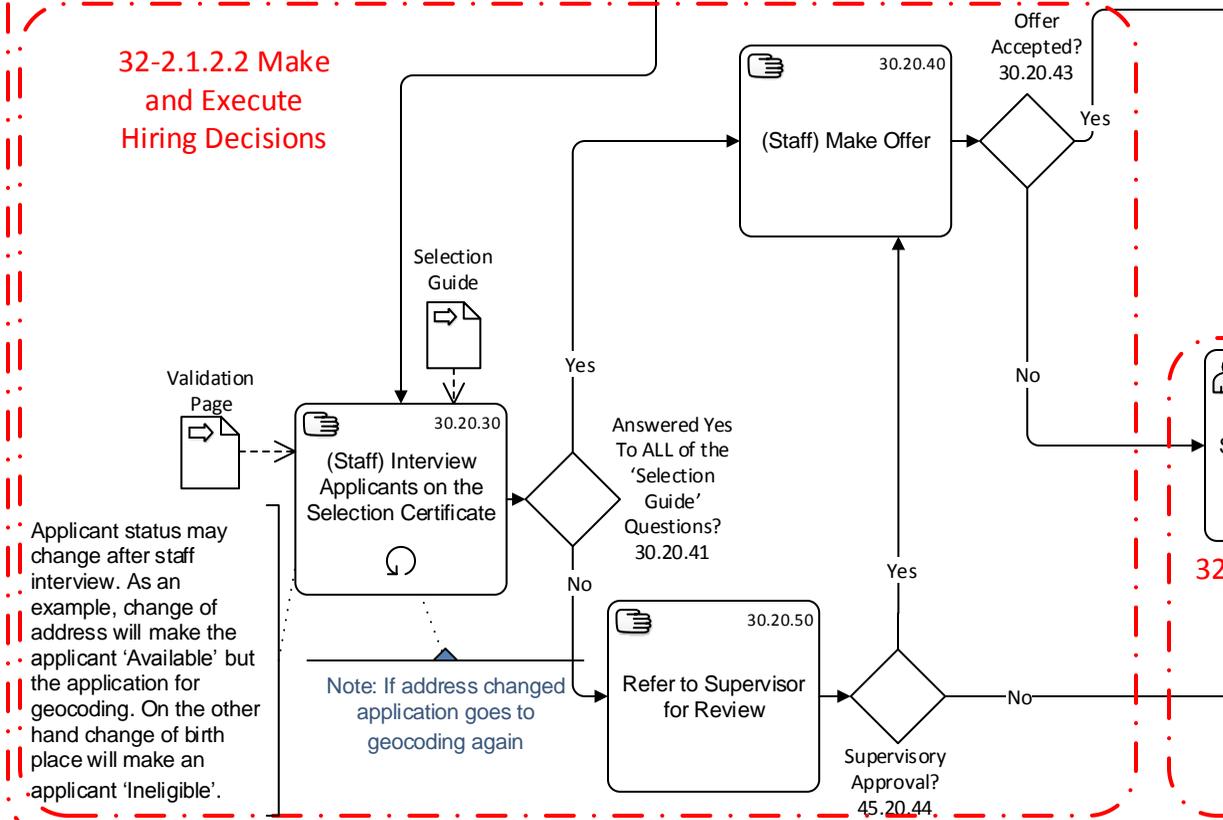


## 32-2.1.2 Select Applicants

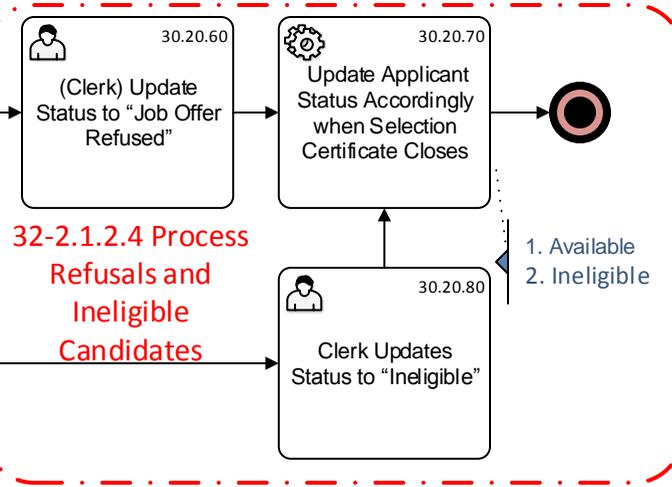
### 32-2.1.2.3 Process Accepted Contingent Offer



## 32-2.1.2.2 Make and Execute Hiring Decisions



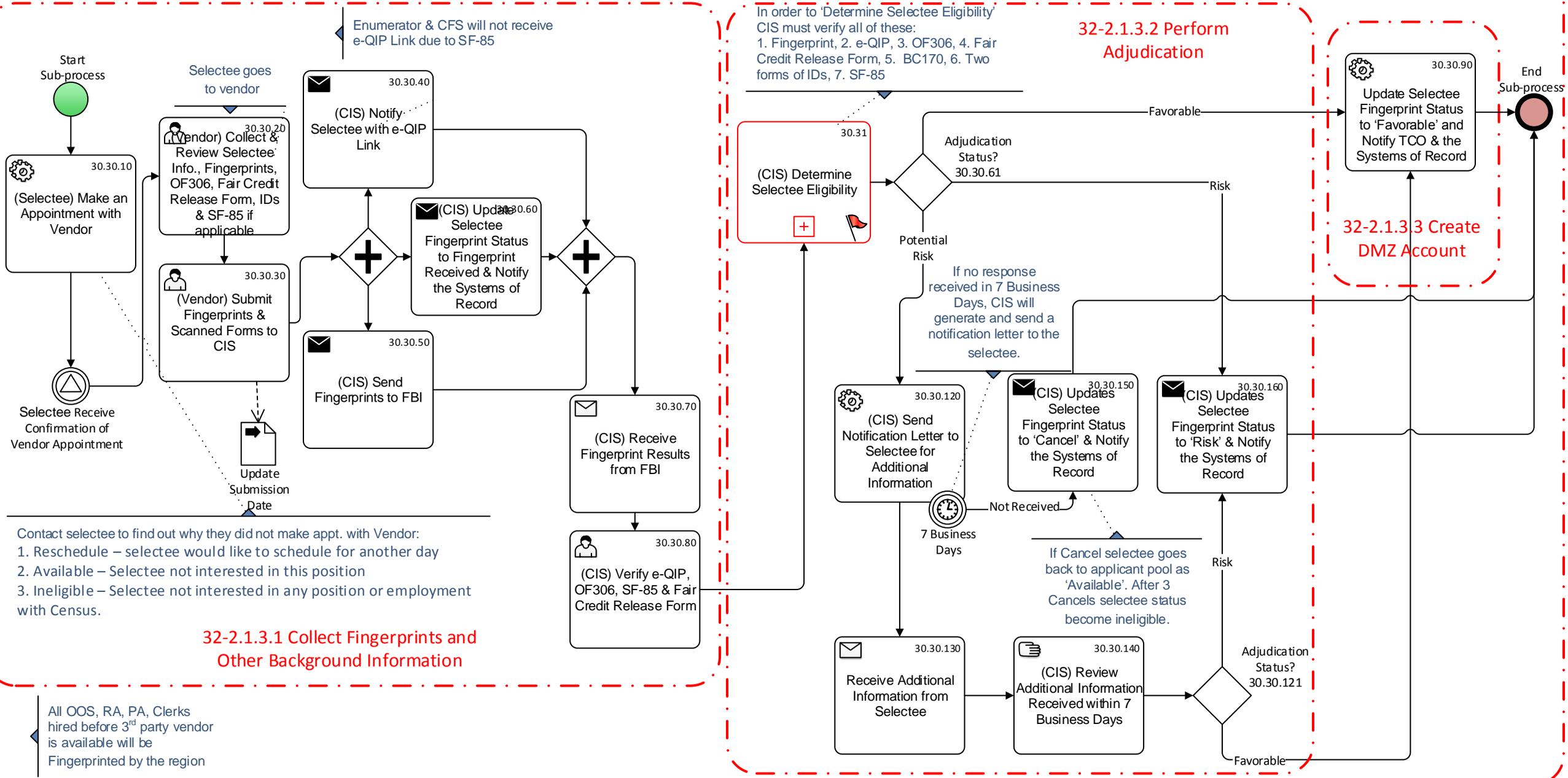
### 32-2.1.2.4 Process Refusals and Ineligible Candidates



# 30.30 Process Background Check

Purpose: To review selected applicants' backgrounds to ensure they are eligible to be hired to support the field and related administrative activities for the 2020 Census.

## 32-2.1.3 Process Background Check



### 32-2.1.3.1 Collect Fingerprints and Other Background Information

- Contact selectee to find out why they did not make appt. with Vendor:
1. Reschedule – selectee would like to schedule for another day
  2. Available – Selectee not interested in this position
  3. Ineligible – Selectee not interested in any position or employment with Census.

### 32-2.1.3.2 Perform Adjudication

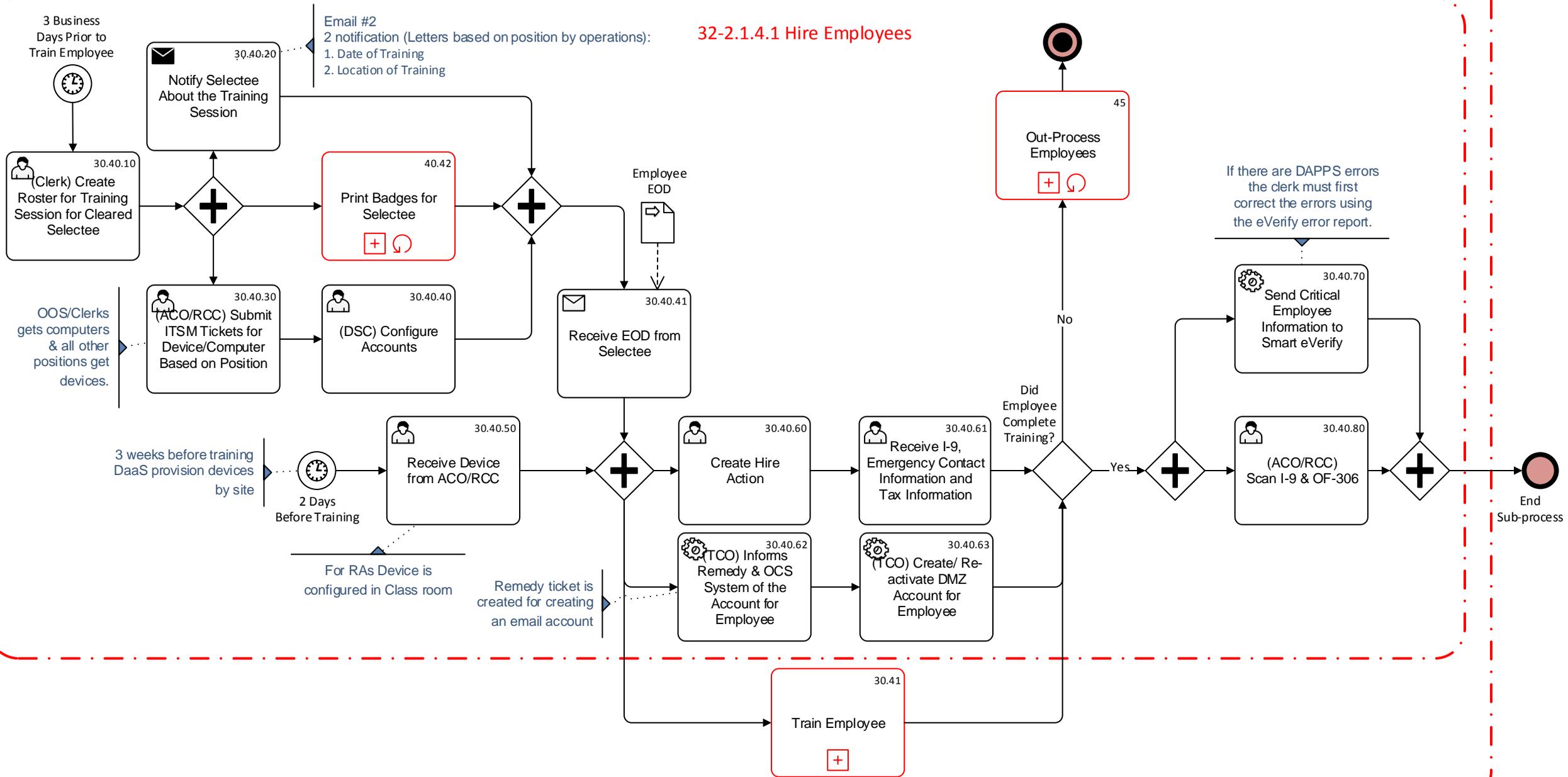
### 32-2.1.3.3 Create DMZ Account

# 30.40 Hire and Train Employees

Purpose: To complete the hiring process for selected candidates who pass the background check.

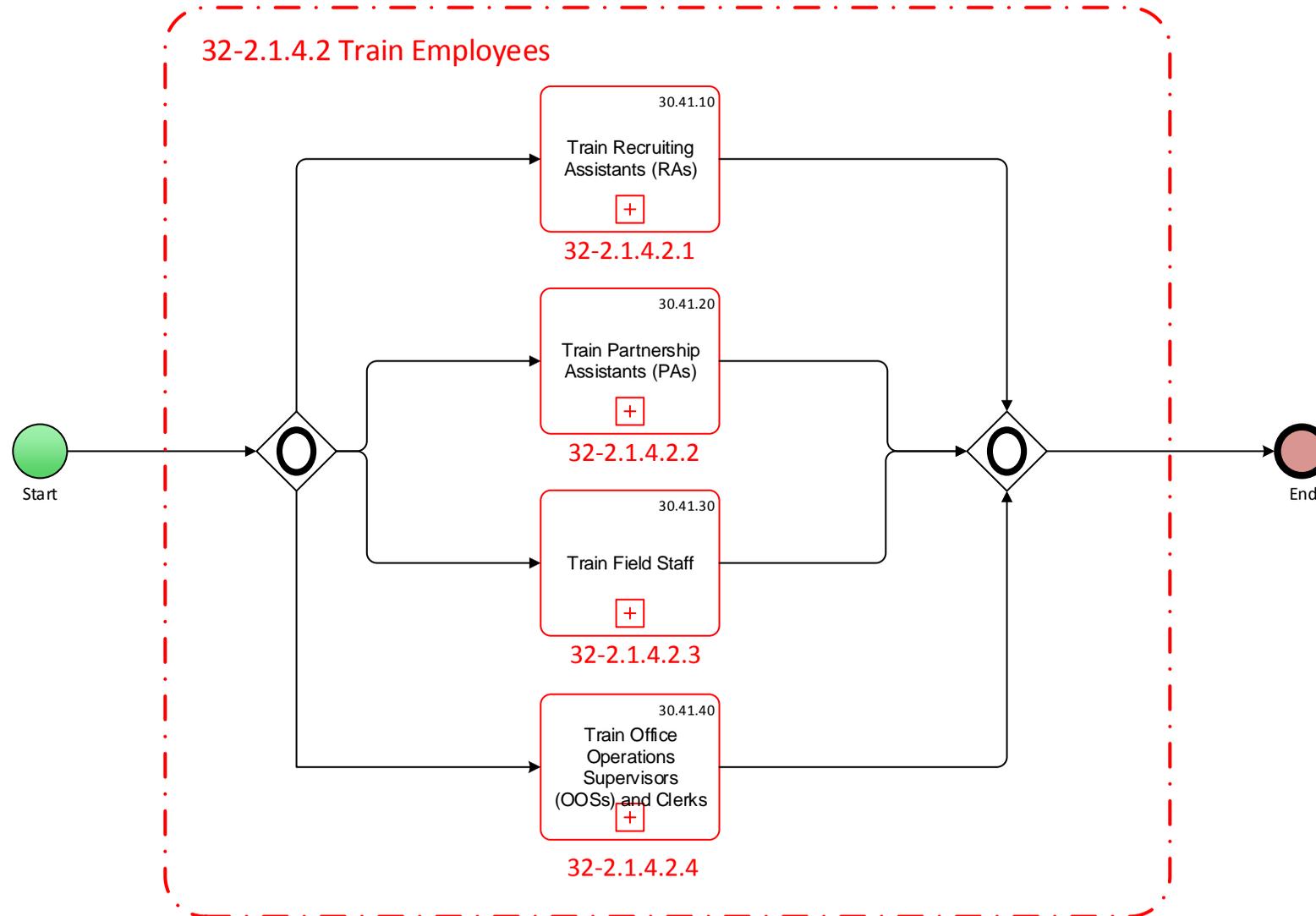
## 32-2.1.4 Hire and Train Employees

### 32-2.1.4.1 Hire Employees



# 30.41 Train Employees

Purpose: To train hired employees so that they are able to perform their assigned responsibilities (recruiting, partnership support, field data collection, supervising and clerical support) for the 2020 Census.

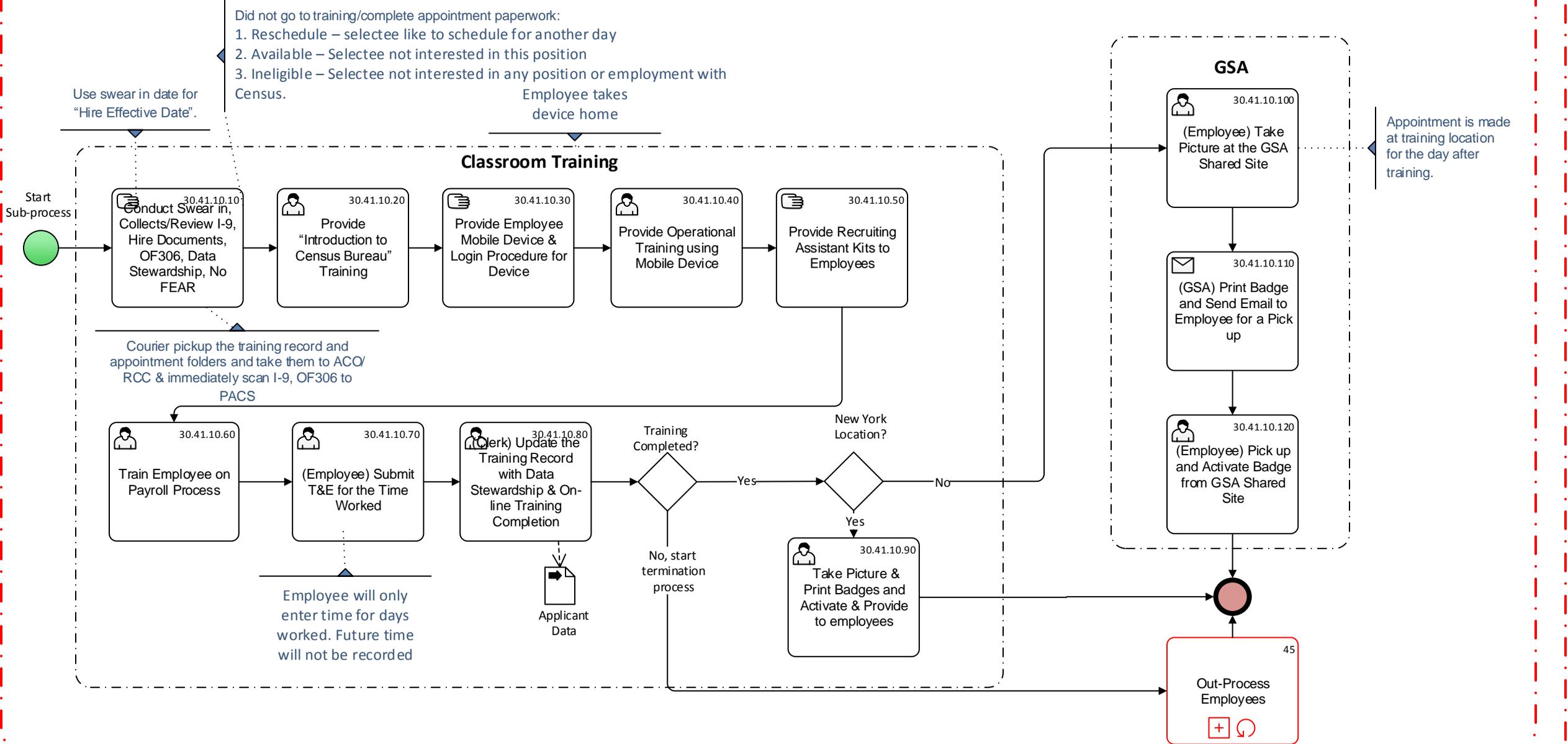


# 30.41.10 Train Recruiting Assistants (RAs)

Purpose: To train recruiting assistants so they can successfully recruit field data collection and administrative staff for the 2020 Census.

## 32-2.1.4.2 Train Employees

### 32-2.1.4.2.1 Train Recruiting Assistants (RAs)



# 30.41.20 Train Partnership Assistants (PAs)

Purpose: To train partnership assistants so they can successfully support the 2020 Census partnership program.

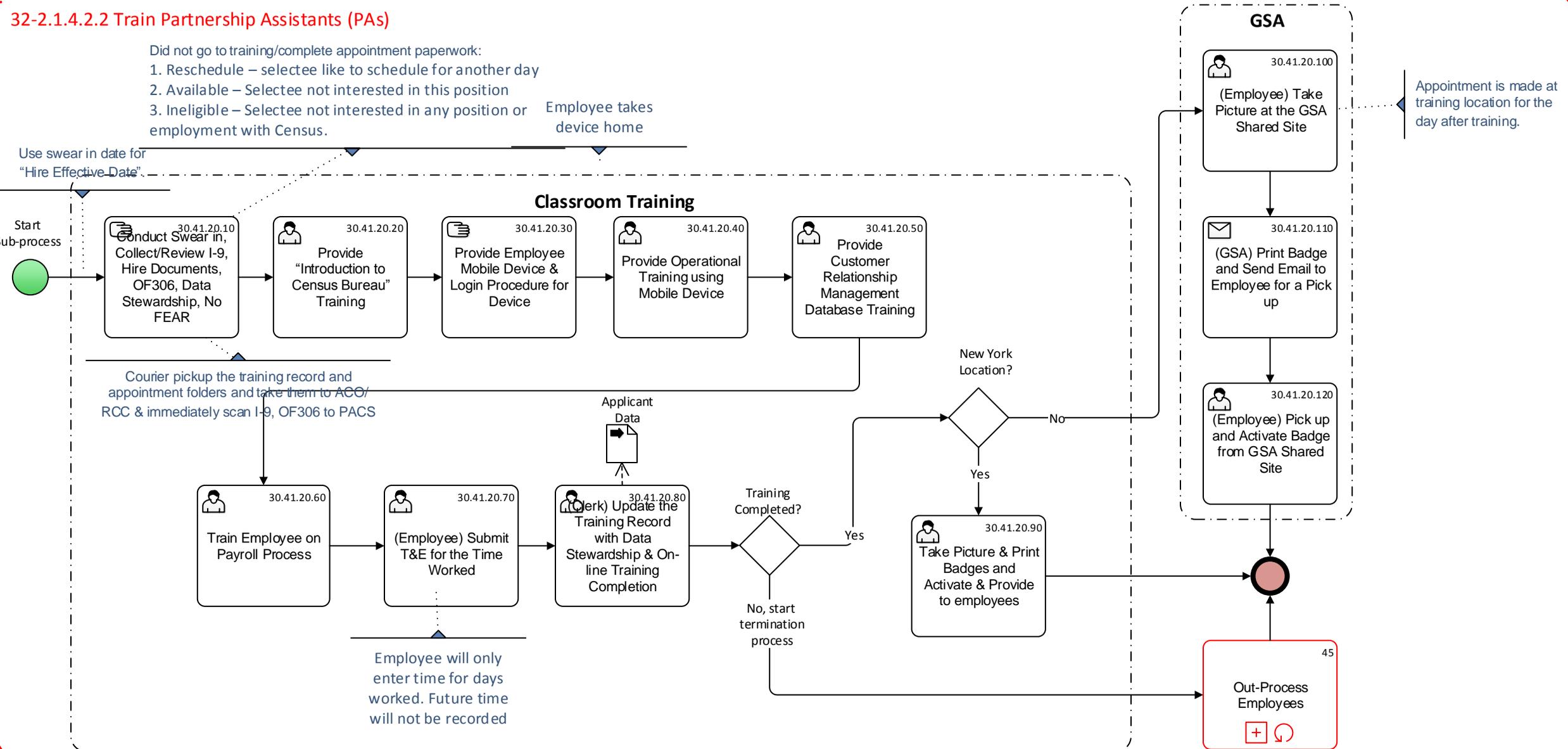
## 32-2.1.4.2 Train Employees

### 32-2.1.4.2.2 Train Partnership Assistants (PAs)

- Did not go to training/complete appointment paperwork:
1. Reschedule – selectee like to schedule for another day
  2. Available – Selectee not interested in this position
  3. Ineligible – Selectee not interested in any position or employment with Census.

Employee takes device home

Use swear in date for "Hire Effective Date".

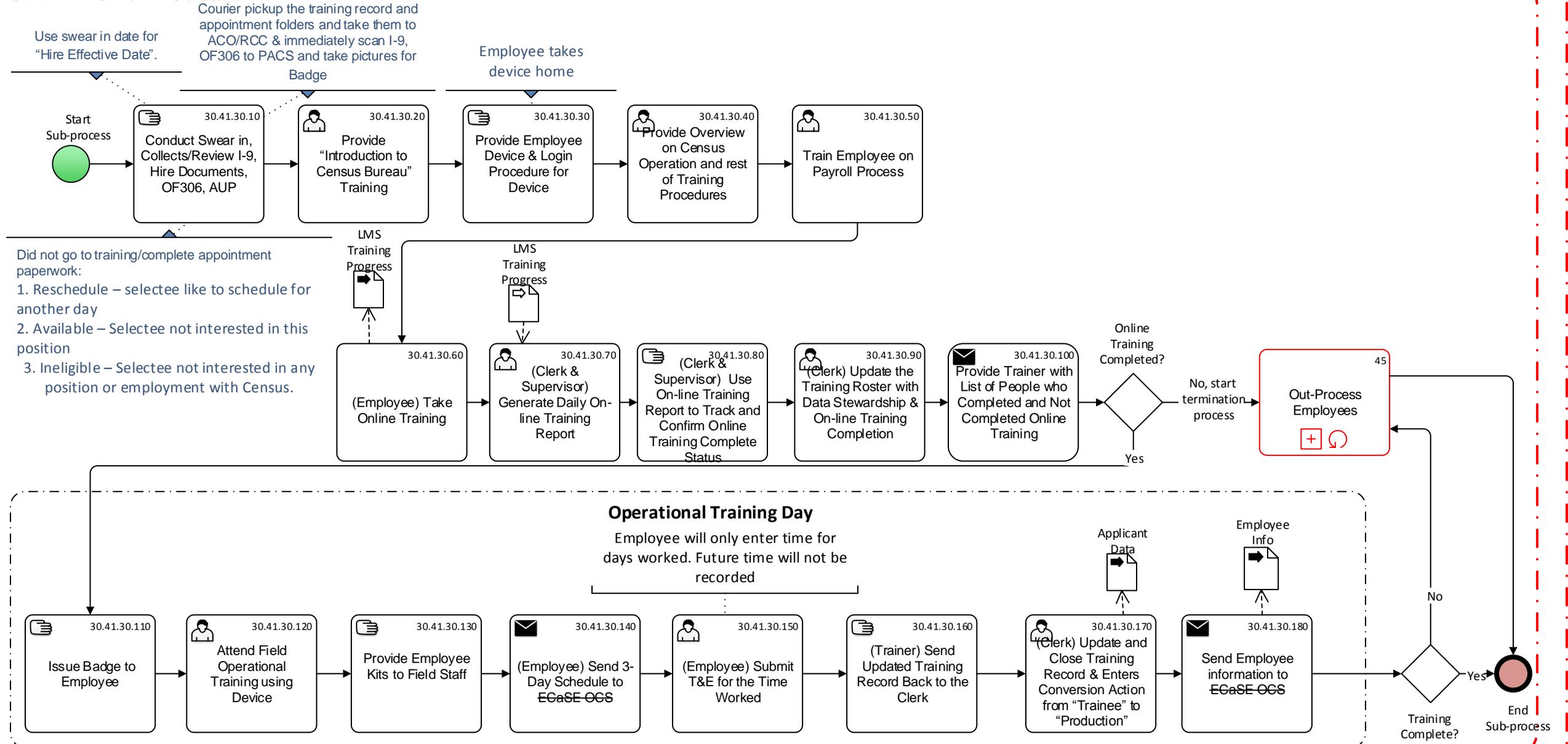


# 30.41.30 Train Field Staff

Purpose: To train field staff so they can successfully complete their field data collection responsibilities for the 2020 Census.

## 32-2.1.4.2 Train Employees

### 32-2.1.4.2.3 Train Field Staff

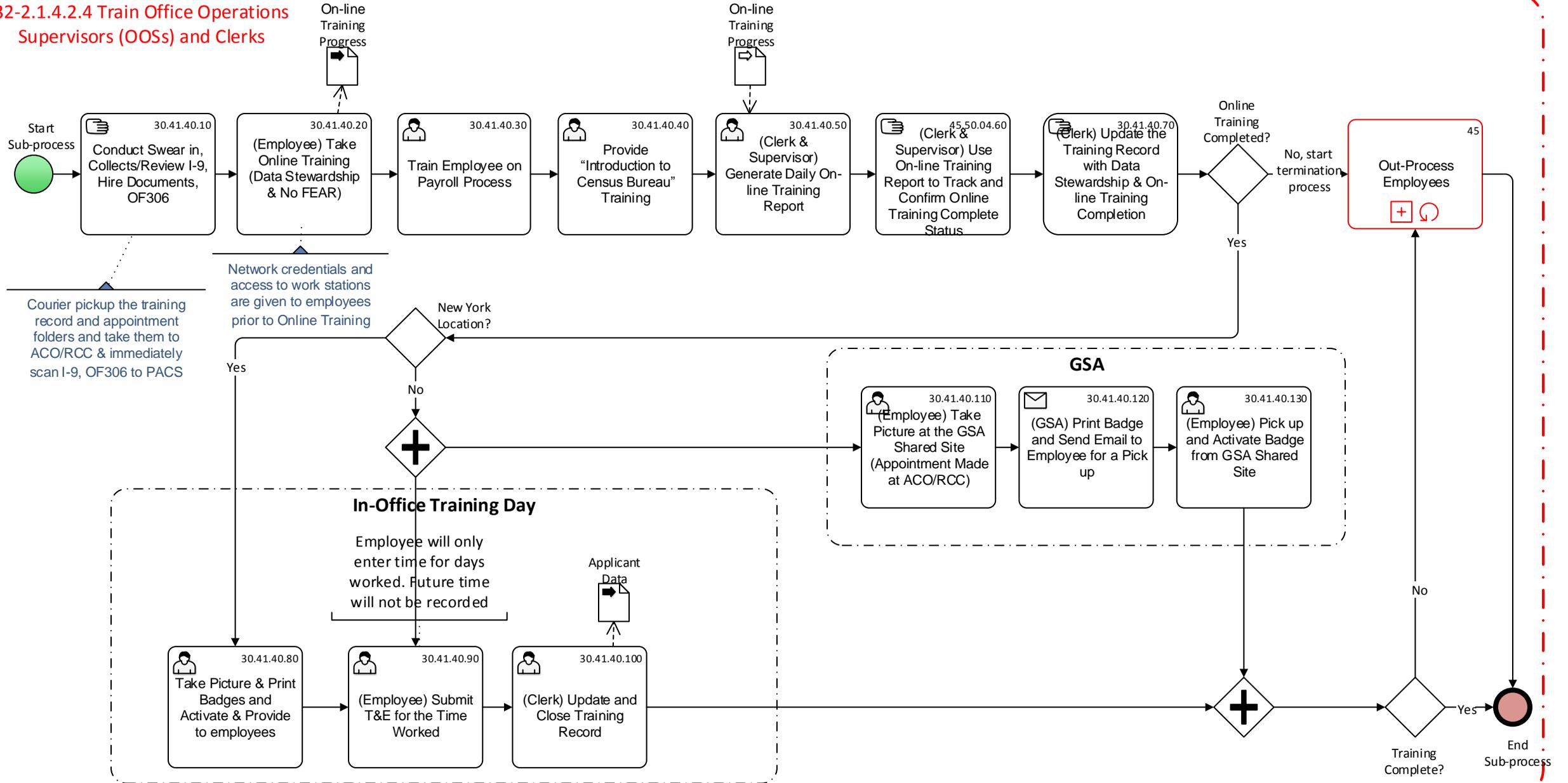


# 30.41.40 Train Office Operations Supervisors (OOSs) and Clerks

Purpose: To train office operations supervisors and clerks so they can successfully meet their supervisory or clerical responsibilities for the 2020 Census.

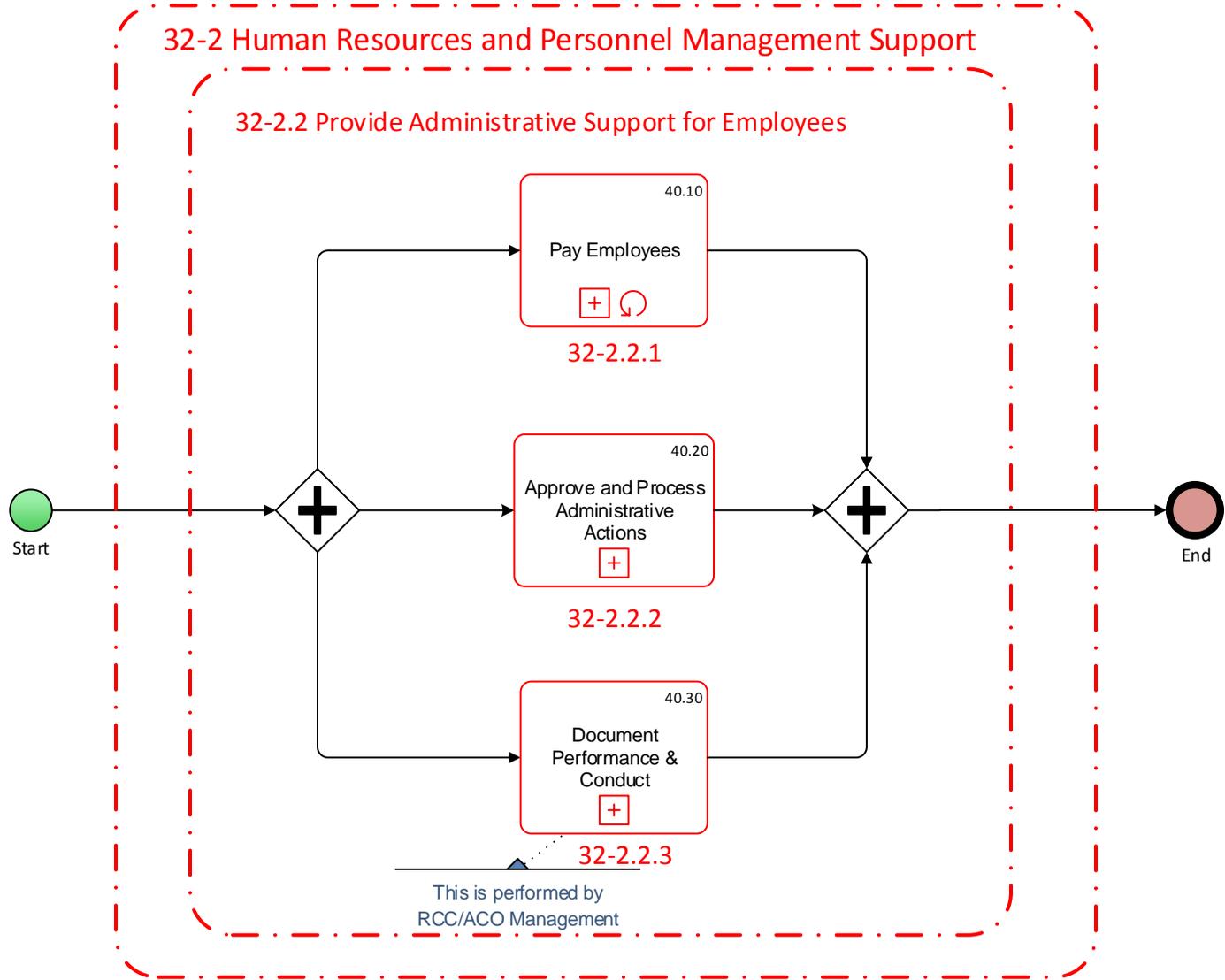
## 32-2.1.4.2 Train Employees

### 32-2.1.4.2.4 Train Office Operations Supervisors (OOSs) and Clerks



# 40 Provide Administrative Support for Employees

Purpose: To pay employees and process administrative actions (including out-processing) for field staff and administrative employees hired to support the field activities for the 2020 Census.

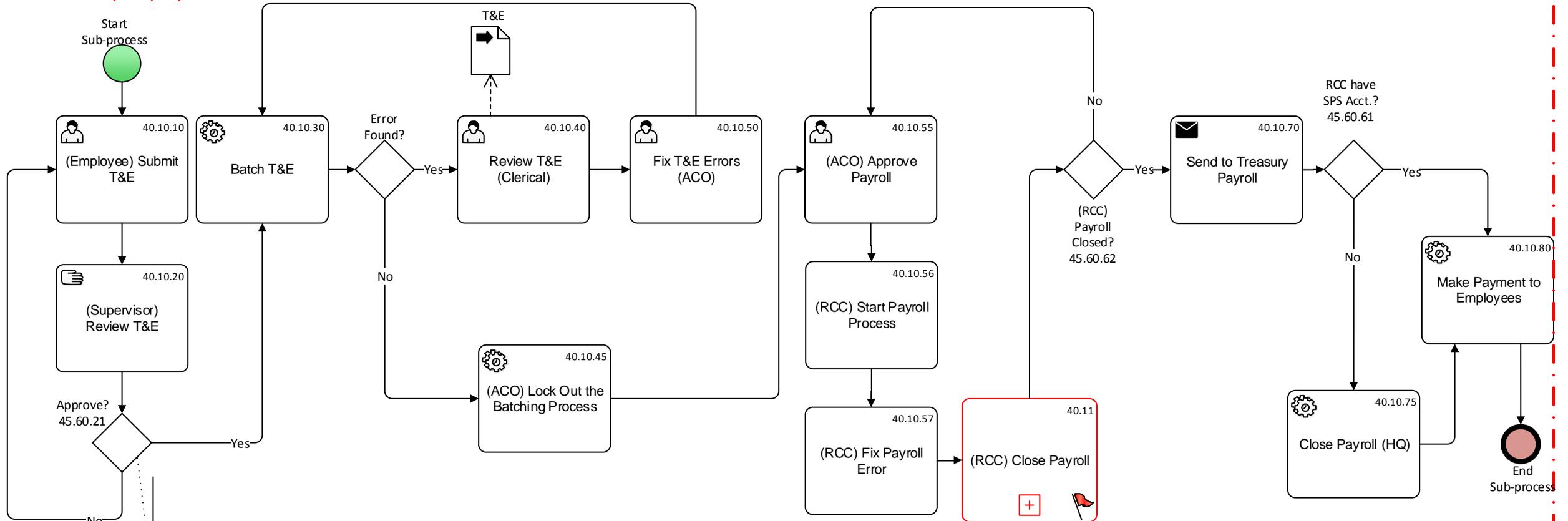


# 40.10 Pay Employees

Purpose: To administer all payroll processing activities (including making payments) for field staff and administrative employees hired to support the field activities for the 2020 Census.

## 32-2.2 Provide Administrative Support for Employees

### 32-2.2.1 Pay Employees



- RAPA
1. Create Paper 308
  2. Take 308 Pic. And email it to Clerk
  3. Clerk Prints out 308
  4. Supervisor Approves 308
  5. Admin Reviews for Error
  6. Keyed into Systems of Record

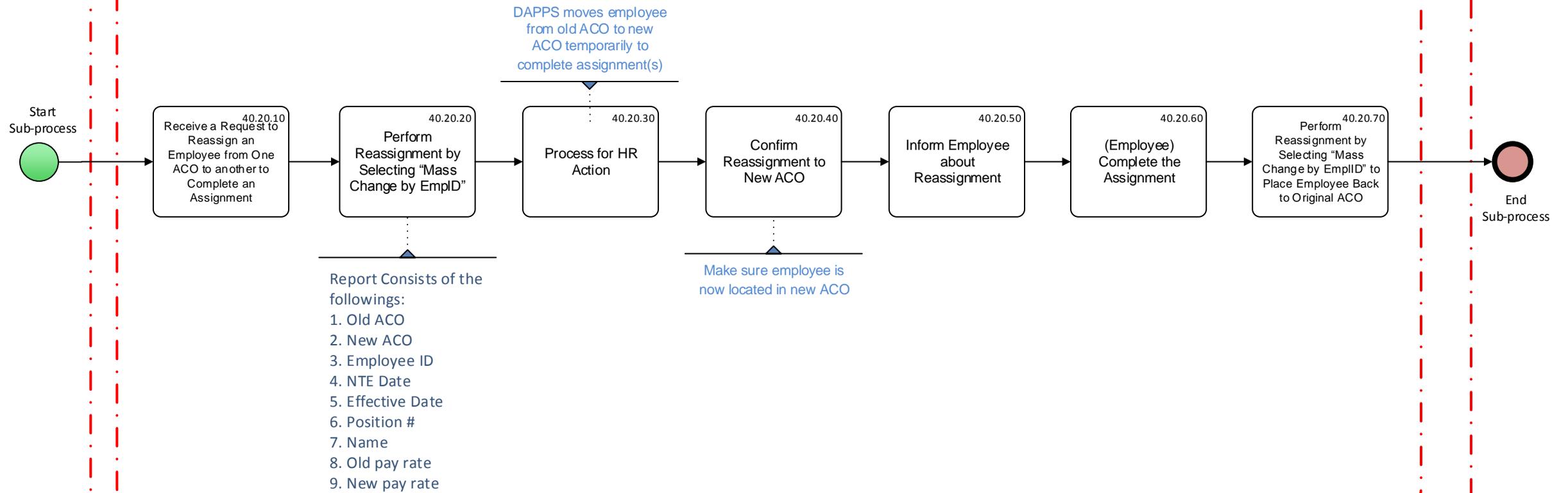
# 40.20 Approve and Process Administrative Actions

Purpose: To process all administrative actions required when field staff supporting the 2020 Census are temporarily reassigned to another office.

Source Doc: D-581  
Chapter 7; Topic 5

## 32-2.2 Provide Administrative Support for Employees

### 32-2.2.2 Approve and Process Administrative Actions



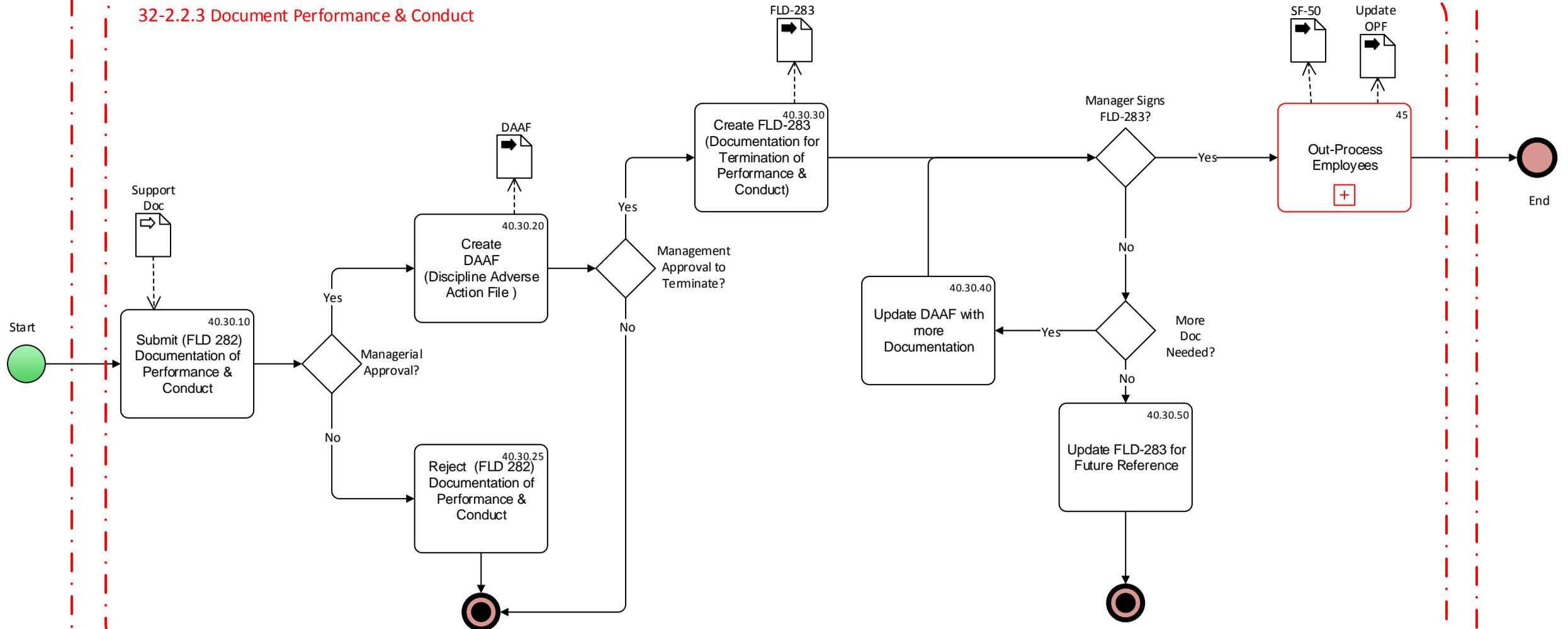
# 40.30 Document Performance & Conduct

Purpose: To document performance and conduct issues for field staff and administrative employees hired to support the field activities for the 2020 Census.

These activities are performed  
by RCC/ACO Management

## 32-2.2 Provide Administrative Support for Employees

### 32-2.2.3 Document Performance & Conduct



# 45 Out-Process Employees

Purpose: To handle all activities associated with terminating/out-processing field staff and administrative employees hired to support the field activities for the 2020 Census.

## 32-2.3 Out-Process Employees

